



**March 25, 2021 at 7:00 PM  
Mayor and Board of Trustees – Regular Meeting  
Third Street Firehouse  
Greenport, NY 11944**

236 Third Street  
Greenport NY  
11944

Tel: (631)477-0248  
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**MAYOR**  
GEORGE W. HUBBARD,  
JR.  
EXT. 215

**TRUSTEES**  
JACK MARTILOTTA  
DEPUTY MAYOR

PETER CLARKE  
MARY BESS PHILLIPS

JULIA ROBINS

**VILLAGE  
ADMINISTRATOR**  
PAUL J. PALLAS, P.E.  
EXT. 219

**CLERK**  
SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Michael Eugene Gagen  
Charlotte A. Wissman

**ANNOUNCEMENTS**

The Carousel Committee is in need of volunteers.

The Annual Organizational Meeting will be held at 6:00 p.m. on April 1, 2021 at the Old Schoolhouse, Front and First Streets.

The Village offices will close at 12 noon on April 2, 2021 in observance of Good Friday.

A public hearing on the 2021-2022 Tentative Budget will be held at 6:00 p.m. on April 8, 2021 at the Old Schoolhouse, Front and First Streets.

The annual tax lien sale is scheduled for 10:00 a.m. on April 27, 2021 at Village Hall.

**LIQUOR LICENSE APPLICATIONS**

New application from The Gallery Bar LLC located at 314 Main Street

**PUBLIC TO ADDRESS THE BOARD**

**REGULAR AGENDA**

**CALL TO ORDER****RESOLUTIONS****RESOLUTION # 03-2021-1**

RESOLUTION adopting the March, 2021 agenda as printed.

**RESOLUTION # 03-2021-2**

RESOLUTION accepting the monthly reports of the Greenport Fire Department, Village Administrator, Village Treasurer, Village Clerk, Village Attorney, Mayor and Board of Trustees.

**FIRE DEPARTMENT****RESOLUTION # 03-2021-3**

RESOLUTION accepting the application for membership of Heather Trapani to the Phenix Hook and Ladder Company # 1 of the Greenport Fire Department, as approved by the Greenport Fire Department Board of Wardens on March 17, 2021.

**VILLAGE ADMINISTRATOR****RESOLUTION # 03-2021-4**

RESOLUTION approving the attached Request for Work Authorizations submitted by Duncan, Weinberg, Genzer & Pembroke, P.C. regarding the New York Association of Public Power 2021 - 2022 Scope of Work, and authorizing Mayor Hubbard to sign the Request for Work Authorizations submitted by Duncan, Weinberg, Genzer & Pembroke, P.C.

**RESOLUTION # 03-2021-5**

RESOLUTION accepting the attached proposal submitted by Susan Stohr for the development and implementation of legislative and communications strategies to support the Village of Greenport in efforts to: continue the provision of grant administration services related to the microgrid storm hardening, grant-funded project currently in progress, the Village of Greenport North Ferry Terminal reconstruction project, and to secure State and Federal appropriations funding, grants and external funding, with a maximum cost of \$ 13,500; with the Agreement term date to end on December 31, 2021.

**RESOLUTION # 03-2021-6**

RESOLUTION approving and adopting the attached Public Employer Health Emergency Plan for the Village of Greenport.

**VILLAGE TREASURER****RESOLUTION # 03-2021-7**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4772, to fund emergency repairs to Engine # 4 at the Village of Greenport Electric Plant, and directing that Budget Amendment # 4772 be included as part of the formal meeting minutes of the March 25, 2021 Regular Meeting of the Board of Trustees.

**RESOLUTION # 03-2021-8**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4773, to fund repairs to the Sixth Street and Ludlum Place sewer pumps, and directing that Budget Amendment # 4773 be included as part of the formal meeting minutes of the March 25, 2021 Regular Meeting of the Board of Trustees.

**RESOLUTION # 03-2021-9**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4774, to fund the purchase and installation of the Village of Greenport Wastewater Treatment Plant SCADA Pump Monitoring System, and directing that Budget Amendment # 4774 be included as part of the formal meeting minutes of the March 25, 2021 Regular Meeting of the Board of Trustees.

**RESOLUTION # 03-2021-10**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 4775, to amend Budget Amendment # 4739 to properly record the New York State Environmental Facilities Corporation grant portion of the Effluent Reuse Feasibility Study, and directing that Budget Transfer # 4775 be included as part of the formal meeting minutes of the March 25, 2021 Regular Meeting of the Board of Trustees.

**RESOLUTION # 03-2021-11**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4776, to appropriate reserves to fund the annual maintenance service for the Village of Greenport Electric Plant water treatment system, and directing that Budget Amendment # 4776 be included as part of the formal meeting minutes of the March 25, 2021 Regular Meeting of the Board of Trustees.

**RESOLUTION # 03-2021-12**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4777, to appropriate reserves to fund the maintenance and repair of the east pier at the Village of Greenport Mitchell Park Marina, and directing that Budget Amendment # 4777 be included as part of the formal meeting minutes of the March 25, 2021 Regular Meeting of the Board of Trustees.

**RESOLUTION # 03-2021-13**

RESOLUTION authorizing Treasurer Brandt to make an additional contribution in the amount of \$ 36,000.00 to the Village of Greenport Fire Department Volunteer Firefighter Length of Service Award Program.

**VILLAGE CLERK****RESOLUTION # 03-2021-14**

RESOLUTION approving the Public Assembly Permit Application submitted by the Business Improvement District to use a portion of Mitchell Park from 10:00 a.m. through 12 noon on April 3, 2021 for the Annual Egg Roll and corresponding activities, all to be undertaken in accordance with New York State mandated COVID restrictions and regulations in place at the time of the event.

**RESOLUTION # 03-2021-15**

RESOLUTION approving the attached agreement between Lisa Otis and the Village of Greenport for independent contractor services to be rendered at the Village of Greenport McCann Campground, and authorizing Mayor Hubbard to sign the agreement between Lisa Otis and the Village of Greenport.

**RESOLUTION # 03-2021-16**

RESOLUTION hiring Joshua Padden as a part-time seasonal Laborer at the Village of Greenport McCann Campground, at a rate of \$ 15 per hour, effective March 31, 2021.

**RESOLUTION # 03-2021-17**

RESOLUTION approving the attendance of Ethan Holland at the NEPPA 2021 Apprentice Program for Third-Year Training at Northwest Lineman College in Littleton, Massachusetts. Complete training is scheduled as six sessions to be held on: March 9, 2021 through March 12, 2021, April 27, 2021 through April 30, 2021, June 9, 2021 through June 10, 2021, October 26, 2021 through October 29, 2021 and December 7, 2021 through December 10, 2021; at a total cost of: \$ 3,280.00 for the training classes, a lodging rate of \$ 2,000.00, reimbursable meal expenses not to exceed \$ 35 per day, applicable transportation costs, and standard mileage reimbursements per the Village of Greenport Travel Policy; to be expensed from account E. 0785.210 (Employee Training).

**RESOLUTION # 03-2021-18**

RESOLUTION approving the request by the Village of Greenport Fire Department to solicit bids for a new (2022 or current production model) Fire Department vehicle, to be used as a "Chief's car", and directing Clerk Pirillo to notice the solicitation of bids accordingly.

**VOUCHER SUMMARY****RESOLUTION # 03-2021-19**

RESOLUTION approving all checks per the Voucher Summary Report dated March 19, 2021, in the total amount of \$ 375,047.75 consisting of:

- o All regular checks in the amount of \$ 336,796.61, and
- o All prepaid checks (including wire transfers) in the amount of \$ 38,251.14.

**REQUEST FOR WORK AUTHORIZATION  
BY  
DUNCAN, WEINBERG, GENZER & PEMBROKE, P.C.**

For

Delaware County Electric Cooperative, Inc.; Village of Freeport/Freeport Electric; Green Island Power Authority; Village of Greenport; Jamestown Board of Public Utilities; Town of Massena Electric Department; Oneida-Madison Electric Cooperative, Inc.; Otsego Electric Cooperative, Inc.; Village of Rockville Centre; Village of Sherburne; City of Sherrill Power & Light; Village of Solvay and Steuben Rural Electric Cooperative, Inc.

[DWG&P Billing Number: 1506]

Purpose: Represent the views and interests of participating municipal and cooperative electric systems on the New York Independent System Operator (NYISO) market participant committees.

Period Covered by Request: March 1, 2021 – February 28, 2022

Work: Organize, prepare for and participate in the regularly scheduled meetings of the Management Committee and Business Issues Committee, which are usually held monthly, as well as the public power sector meeting and joint MC/Board of Directors meeting. Monitor agendas of NYISO working groups (*e.g.*, Market Issues Working Group) and subcommittees, and participate on issues of significance to NYAPP members, within the stated budget. It is recognized and agreed that litigation before the Federal Energy Regulatory Commission and other agencies and courts, is not included and would be the subject of additional specific work orders. Prepare motions and presentations as needed before the NYISO. Review documents and other materials to be discussed at the meetings. Consult with other parties and consultants on issues presented at the meetings. Prepare written reports on the meetings as requested.

Cost: Not to exceed \$200,000, including all travel expenses, absent written approval from participating members. Fees are billed to individual systems that approve this work order, whether listed above or not, on a ratio based on the number of customer meters, or by such other method as is acceptable to the group.

Approved By: \_\_\_\_\_

For Municipal or Cooperative System: \_\_\_\_\_

**REQUEST FOR WORK AUTHORIZATION  
BY  
DUNCAN, WEINBERG, GENZER & PEMBROKE, P.C.**

For

Delaware County Electric Cooperative, Inc.; Village of Freeport/Freeport Electric; Green Island Power Authority; Village of Greenport; Jamestown Board of Public Utilities; Town of Massena Electric Department; Oneida-Madison Electric Cooperative, Inc.; Otsego Electric Cooperative, Inc.; Village of Rockville Centre; Village of Sherburne; City of Sherrill Power & Light; and Steuben Rural Electric Cooperative, Inc.

DWG&P Billing Number: 1550

Purpose: Representation at meetings and conference calls of the New York Association of Public Power ("NYAPP").

Period Covered by Request: March 1, 2021 - February 28, 2022

Scope of Work: Attend and make presentations at NYAPP member meetings and participate in monthly teleconferences of NYAPP Executive Committee.

Cost: Not to exceed System's pro rate share of \$20,000 in fees for the period, plus expenses, absent written approval from participating systems. Fees are billed to individual systems that approve this work order, whether listed above or not, on a ratio based on the number of customer meters, or by such other method as is acceptable to the group.

Approved By: \_\_\_\_\_

For Municipal or Cooperative System: \_\_\_\_\_

REQUEST FOR WORK AUTHORIZATION  
BY  
DUNCAN, WEINBERG, GENZER & PEMBROKE, P.C.

For

Delaware County Electric Cooperative, Inc.; Village of Freeport/Freeport Electric; Green Island Power Authority; Village of Greenport; Jamestown Board of Public Utilities; Town of Massena Electric Department; Oneida-Madison Electric Cooperative, Inc.; Otsego Electric Cooperative, Inc.; Village of Rockville Centre; Village of Sherburne; City of Sherrill Power & Light; Village of Solvay and Steuben Rural Electric Cooperative, Inc.

DWG&P Billing Number: 1574

Purpose: General representation of the New York Association of Public Power ("NYAPP") for special projects. The NYAPP Executive Committee will determine what items are to be included in this Work Order.

Period Covered by Request: March 1, 2021 - February 28, 2022

Scope of Work: Inform and advise NYAPP members on matters of general concern that are not included within individual specific work orders

Cost: Not to exceed System's pro rata share of \$100,000 for the period, including all travel expenses, absent written approval from participating systems. Fees are billed to individual systems that approve this work order, whether listed above or not, on a ratio based on the number of customer meters, or by such other method as is acceptable to the group.

Approved By: \_\_\_\_\_

For Municipal or Cooperative System: \_\_\_\_\_



**REQUEST FOR WORK AUTHORIZATION  
BY  
DUNCAN, WEINBERG, GENZER & PEMBROKE, P.C.**

For

Delaware County Electric Cooperative, Inc.; Village of Freeport/Freeport Electric; Green Island Power Authority; Village of Greenport; Jamestown Board of Public Utilities; Town of Massena Electric Department; Oneida-Madison Electric Cooperative, Inc.; Otsego Electric Cooperative, Inc.; Village of Rockville Centre; Village of Sherburne; City of Sherrill Power & Light; Village of Solvay and Steuben Rural Electric Cooperative, Inc.

DWG&P Billing Number: 1747

Purpose: Continue to assess the scope of the proceedings possible outcomes for Member systems in the New York Public Service Commission's Reforming the Energy Vision (REV) proceeding, Case No. 14-M-0101; the Clean Energy Standard (CES) in Case 15-E-0302 and the Resource Adequacy proceeding in Case 19-E-0530.

Period Covered by Request: January 1, 2021 – February 28, 2022

Work: Organize, prepare for and participate in the work related to the PSC's on-going regulatory effort to fundamentally reform the distribution and retail supply function of utility service in New York (REV). The CES effort advising on how Members can implement the CES requirements to purchase Renewable Energy Credits and Zero Emission Credits. The Resource Adequacy matter includes what changes should be made in the current regulatory, tariff and market design structures to better align utility interests with achieving the State's policies of meeting the renewable energy goals. Review documents and other materials to be discussed at the meetings. Consult with other parties and consultants on issues to be presented at the meetings. Prepare written reports on the meetings as requested.

Cost: Not to exceed \$100,000, including expenses.

Approved By: \_\_\_\_\_

For Municipal or Cooperative System: \_\_\_\_\_

**REQUEST FOR WORK AUTHORIZATION  
BY  
DUNCAN, WEINBERG, GENZER & PEMBROKE, P.C.**

For

Delaware County Electric Cooperative, Inc.; Village of Freeport/Freeport Electric; Green Island Power Authority; Village of Greenport; Jamestown Board of Public Utilities; Town of Massena Electric Department; Oneida-Madison Electric Cooperative, Inc.; Otsego Electric Cooperative, Inc.; Village of Rockville Centre; Village of Sherburne; City of Sherrill Power & Light; Village of Solvay and Steuben Rural Electric Cooperative, Inc.

DWG&P Billing Number: 1755

Purpose: Represent Members in Public Policy Transmission Projects which included the AC Transmission Projects, the Western NY Transmission Project, and now includes NYPA's Smart Path in the north and the PSC's implementation of the Accelerated Renewable Energy Growth and Community Benefit Act at the bulk transmission level and the local transmission level in Case 20-E-0197. The PSC is developing cost allocation methods for transmission needed to unbottle renewable resources, and how costs are allocated to NYPA customers will be an issue.

Period Covered by Request: January 1, 2021 – February 28, 2022

Work: Monitor and prepare reports on developments in public policy transmission projects. Prepare and file comments, as necessary at the PSC and protests and other pleadings at FERC. Attend technical conferences as required at PSC and settlement and other hearings at FERC.

Cost: Not to exceed \$50,000, including any expenses.

Approved By: \_\_\_\_\_

For Municipal or Cooperative System: \_\_\_\_\_

DWGP Work Orders 2017- 2020, Budget v. Actual

Year x Work Order - Budget & Actual	#1506 - NYISO	#1550 - NYAPP Meetings	#1574 - Special Projects	1747 - REV, CES, Resource Adequacy	1755 - Public Policy Transmission Projects	Annual Totals For all Matters
<b>2017-18</b>	\$200,000 \$213,447	\$20,000 \$18,971	\$100,000 \$63,416	\$100,000 \$101,153	\$50,000 \$41,018	\$470,000 \$438,005
<b>2018-19</b>	\$200,000 \$197,866	\$20,000 \$23,676	\$100,000 \$164,744	\$100,000 \$52,259	\$50,000 \$15,498	\$470,000 \$454,043
<b>2019-20</b>	\$200,000 \$163,655	\$20,000 \$19,328	\$135,000 \$62,443	\$75,000 \$40,509	\$30,000 \$2,251	\$460,000 \$288,186
<b>2020-21</b>	\$200,000 \$181,065 (10 months)	\$20,000 \$7,360 (10 months)	\$100,000 \$153,554 (10 months)	\$75,000 \$3,220	\$25,000 \$1,241	\$420,000 \$355,423 (10 months)
<b>2021-22 Proposed</b>	\$200,000 \$	\$20,000 \$	\$100,000 \$	\$75,000 \$	\$50,000 \$	\$445,000 \$

## **NYAPP 2021-2022 SCOPE OF WORK**

By Susan Stohr, SJS Associates

Proposal: Government Affairs Representation for the New York Association of Public Power Municipal Members (NYAPP).

For NYAPP Members:

Village of Freeport Electric, Green Island Power Authority, Village of Greenport, Jamestown Board of Public Utilities, Town of Massena Electric Department, Village of Rockville Centre, Village of Sherburne, and City of Sherrill Power & Light.

*Period Covered by Request: March 1, 2021- February 28, 2022*

### **2021-2022 NYAPP GOVERNMENT AFFAIRS PROGRAM OBJECTIVES:**

- Identify opportunities for NYAPP municipal utilities to influence state and federal policy through enhanced communications, education and collaboration with other stakeholders.
- Develop and maintain relationships with newly elected NY House Members and staff, newly elected NYS Senate and Assembly Members and staff by providing background on NYAPP utility operations, challenges and opportunities and highlighting NYAPP policy and legislative priorities.
- Maintain and enhance existing relationships with the NY Congressional delegation and staff, relevant Senate and House Committee staff, Federal agency staff, NYS Senate and NYS Assembly Members and staff, the Governor's staff, and NYS agency and department staff by continuing to provide timely, reliable and credible information on legislation and relevant policy issues, including impacts and benefits of legislation for NYAPP municipal members and communities.
- Facilitate the ability of NYAPP municipal members to identify relevant policy issues and more effectively communicate with their own Congressional and state legislative members to provide benefit and impact information on pending and emerging legislation and policies.
- Identify opportunities, develop and implement strategies to secure external federal and state funding to support NYAPP municipal utility projects, policies and objectives.
- Monitor NYS Legislature, U.S. Senate and House of Representatives Democratic Majority discussions on policy priorities, proposals and legislation on issues relevant to NYAPP utilities and communities. Development and implement outreach strategies to provide timely information regarding the impacts and benefits of policy proposals and legislation on NYAPP utilities and communities.

### **Congress/NYS Legislature:**

- Monitor proposals, discussions and developments related to the 2022 NYS Executive Budget proposal, the NYS Senate Budget proposal and the NYS Assembly Budget proposals for provisions that could negatively impact or positively benefit the NYAPP municipal utilities.
- Monitor discussions, proposals and developments related to the Climate Action Council's (Council) development of a Scoping Plan to achieve the climate mandates included in the "Climate Leadership and Community Protection Act" (Climate Act) and the "Accelerated Renewable Energy Growth and Community Benefit Act".
- Work with NYAPP members, like-minded stakeholders and relevant NYS Agency staff and Members of the NYS Legislature to provide response to Council proposals and propose alternative proposals, as appropriate.
- Develop and implement strategies to maximize emerging and existing federal and state policy and legislative opportunities for NYAPP members in Albany and Washington, (particularly as related to COVID stimulus and relief, climate change, energy markets; tax-exempt financing and tax reform; pole attachments; cyber and grid security; development of renewable generation and energy efficiency initiatives; energy regulation; infrastructure development; local control; budget; clean water initiatives and funding and general energy and environmental issues).
- Develop and implement strategies to communicate NYAPP policy priorities and positions to members of Congress, Leaders of the NYS Legislature; Members of the NYS Legislature; the Cuomo Administration; NYSERDA; NYPA and other stakeholders, as appropriate.

- Develop and implement NYAPP education and communication policy objectives and strategies for federal and NYS policy makers including the NY Congressional delegation, the Administration, and the NYS Legislature.
- Maximize opportunities for NYAPP and its members to participate in federal and state policy forums, NYS Legislature and Congressional hearings and the development of relevant initiatives of state and national associations and coalitions that promote strategic goals.
- Arrangement of and preparation for DC, Albany and District Office conference calls and meetings between the NYAPP utility representatives and the relevant New York State Congressional Legislators/staff; NYS Legislature Members/staff; to discuss relevant pending legislation and NYAPP positions, general policy concerns and challenges, and identify opportunities in the current and coming legislative sessions.
- As needed, arrangement of and preparation for conference calls and meetings between the NYAPP utility representatives and relevant state and national agencies, authorities and policy makers (NYSERDA, NYPA, etc) to discuss proposed policy objectives, initiatives, projects, etc. that have the potential to impact NYAPP members and their communities.
- Attend relevant state and national association and coalition meetings, Congressional and NYS Senate and Assembly legislative hearings as required to monitor pending legislation and policy initiatives, provide information regarding NYAPP positions, impacts, challenges and opportunities.

**Routine Monitoring and Communications:**

- Analyze pending legislation in Congress, the NYS Senate and the Assembly; provide analysis and recommendations on position development, communications and strategy in response to legislation that may impact NYAPP members.
- Develop and maintain relationships with NY Congressional Members and staff; Congressional Committees and staff; Members of the NYS Senate and the NYS Assembly and staff; Committees of the Legislature and staff; NYS Public Service Commission, and the Governor's office to facilitate understanding of the challenges and objectives of NYAPP and its members.
- Identify opportunities and provide timely information exchange with the relevant NY Congressional Members; Committees of Congress; NYS legislative Members; staff; Committees of the Legislature; and others regarding policy concerns of NYAPP and its members.
- Identify opportunities for Association to advance policy concerns through active participation in APPA, NYSRECA and other relevant association and coalition initiatives.

**Legislative Strategies to Promote Specific Projects or Objectives:**

- Regular communications with NYAPP representatives, contacts in relevant legislative offices, Committees and relevant State and national trade associations to monitor potential developments related to policy issues and operational objectives.
- Development and implementation of legislative strategies to secure objectives.

**Association Communications, Public Relations, Administrative Support**

- Provide NYAPP members with regular updates on government affairs initiatives, objectives and strategies.
- Provide communications support (press releases, position memos, etc) for NYAPP.
- Provide communications support for the writing and production of the NYAPP website.
- Provide support for the development of the NYAPP social media presence. Collaborate on content for NYAPP social media platform.
- Provide planning and program development and support for the NYAPP business meetings and the annual Conference.
- Provide support as requested by the Executive Board and the Government Affairs Committee members on an analysis of the goals and objectives of the NYAPP government affairs program, potential changes to the program and support for the transition to alternative government affairs representation for the NYAPP municipal utility members.

**SCHEDULE OF FEES**

I propose a twelve-month contract that provides for 15 hours per week, up to 720 hours of consulting services for the period of March 1, 2021 through February 28, 2022, at a fee of \$150 per hour for the term of the contract.

# Public Employer Health Emergency Plan for the Village of Greenport

date of approved plan

This plan has been developed in accordance with NYS legislation S8617B/A10832



## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of CSEA, Local 1000, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Village of Greenport, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: George W. Hubbard, Jr.

Signature: \_\_\_\_\_

Title: Mayor

# Record of Changes

Date of Change	Description of Change	Implemented by

DRAFT



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## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for, and is applicable to, the Village of Greenport (Village). This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission regarding essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## Concept of Operations

The Village Administrator of the Village, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Village Administrator.

Upon the determination of implementing this plan, all employees and contractors of The Village shall be notified by telephone, text, or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents and businesses of the Village will be notified of pertinent operational changes by way of website updates and Constant Contact emails. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Clerk, or designee, will maintain communications with the public as needed throughout the implementation of this plan.

The Village Administrator of the Village, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Village Administrator of the Village, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Village is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency

2. Provide vital services
3. Provide services required by law
4. Sustain quality operations, and
5. Uphold the core values of the Village.

The Village has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others, and
- The recovery sequence of essential functions and their vital processes.

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Village have been identified as:

Essential Function	Description	Priority
Wastewater Treatment Plant	Ensure Wastewater Treatment Plant and collection system function in a safe manner and compliant with regulations	1
Electric Department	Ensure electric service is maintained for Village residents and businesses	1
Road Department	Ensure other infrastructure is maintained to ensure resident safety	2
Clerk's Department	Maintain communication with residents and businesses	2
Code Enforcement	Enforce emergency orders	2

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Wastewater Treatment Plant	<ul style="list-style-type: none"> <li>Plant Operator</li> <li>Assistant Plant Operator</li> <li>Laborer</li> <li>Laborer</li> </ul>	The Plant Operator and assistant maintain Plant operations in accordance with established protocols and regulations. Laborers provide physical support for the operation of the Plant.
Electric Department	<ul style="list-style-type: none"> <li>Power distribution line mechanics</li> <li>Power Plant Operators</li> </ul>	Line mechanics ensure electric distribution system continues to function safely and reliably. Power Plant Operators ensure power is available and functional in the event of loss supply from PSEGLI.
Road Department	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Laborers</li> </ul>	The supervisor reviews infrastructure for any safety related issues. Laborers provide physical support for repair and maintenance.
Clerk's Department	<ul style="list-style-type: none"> <li>Village Clerk</li> <li>Clerical staff</li> </ul>	The Village Clerk ensures that communication to the public and employees, where required, is maintained throughout the event, and may need to perform essential on-site duties. Clerical staff provides support.
Code Enforcement	<ul style="list-style-type: none"> <li>Code Enforcement Officer</li> </ul>	Provides enforcement of emergency orders.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff that will work remotely
2. Assignment and approval of remote work
3. Properly equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties, and
  - e. A solution for telephone communications. (Note that phone lines may need to be forwarded to off-site staff.)
4. The Village Administrator, along with senior Village management staff, will be responsible for the implementation of the above.

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site, but perhaps less sensitive to being accomplished only within core business hours. As practicable, management will identify opportunities for staff to work outside core business hours as a strategy to limit exposure. Regardless of changes in start and end times of shifts, the Village will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Assignment and approval of changed work hours, and
3. The Village Administrator, along with senior Village management staff, will determine when, and if, to implement the above.

## Personal Protective Equipment

The use of Personal Protective Equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months, and
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation of integrity
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency, and
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates.
4. Each department head must identify the type and quantity of PPE required for their department and communicate this information to the Village Administrator or designee.
5. Required PPE will be procured utilizing the Village Procurement Policy to the extent that proper timing allows.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are directly exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet of that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. Fully vaccinated employees, as defined by the CDC, shall follow CDC/public health guidance for return to work requirements.
    - b. As possible, these employees will be permitted to work remotely during that period of time if they are physically able to do so.
    - c. The Village Administrator, or designee, must be notified immediately, and is responsible for ensuring the set protocols are followed
    - d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Fully vaccinated employees, as defined by the CDC, shall follow CDC/public health guidance for return to work requirements.
    - b. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - c. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - d. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. (See the section on Cleaning and Disinfection for additional information on that subject.)
    - e. If at any time they exhibit symptoms, refer to item B below.
    - f. The Village Administrator, in consultation with the Village Board of Trustees, will determine when to implement the above.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency, regardless of vaccination status:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician, and contractors who exhibit symptoms outside of work should notify the Village Administrator or designee.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. The Village will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so, or if other agreements require such validation.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Village Administrator must be informed immediately in these circumstances and is responsible for ensuring the proper protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Access will be denied to areas occupied for prolonged periods of time by the subject employee or contractor.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces take place. If this time period is not feasible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Village Administrator or designee should inform all contacts, in accordance with CDC guidelines, of their possible exposure. Confidentiality shall be maintained as required by law.
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. The Village Administrator, or designee, must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

#### Cleaning and Disinfecting

CDC/public health guidelines will be followed for the cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts; at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.



- b. Each department head will delegate responsibility for cleaning common areas, and the frequency of such.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and warm water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Village is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic. Leave policies will be developed and updated based upon current specific law or regulation, as applicable.

Additional provisions may be enacted based upon need, federal and state employment law requirements and guidance, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village, and as such are not provided with paid leave time by the Village, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, and off-site visits. This information may be used by the Village to support contact tracing within the organization and may be shared with local public health officials.

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 2 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4772 Trans Date: 02/26/2021 User Ref: ROBERT  
 Requested: D JACOBS Approved: Created by: ROBERT 02/26/2021  
 Description: TO APPROPRIATE RESERVES TO FUND THE EMERGENCY REPAIRS TO  
 ENGINE # 4 AT THE LIGHT PLANT Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	70,000.00
E.0715.600	REPAIR - ELECT EQUIP PLANT..	70,000.00
<b>Total Amount:</b>		<b>140,000.00</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 2 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4773 Trans Date: 02/26/2021 User Ref: ROBERT  
 Requested: A. HUBBARD Approved: Created by: ROBERT 02/26/2021  
 Description: TO APPROPRIATE RESERVES TO FUND THE REPAIR TO SIXTH STREET AND LUDLAM PLACE PUMPS  
 Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	4,650.00
G.8120.401	EQUIPMENT REPAIR..	4,650.00
<b>Total Amount:</b>		<b>9,300.00</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 2 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4774 Trans Date: 02/26/2021 User Ref: ROBERT  
 Requested: A. HUBBARD Approved: Created by: ROBERT 02/26/2021

Description: TO APPROPRIATE RESERVES TO FUND THE PURCHASE AND INSTALLATION  
 OF THE WWTP SCADA PUMP MONITORING SYSTEM

Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	8,500.00
G.8130.200	PUMP STATION EQUIPMENT..	8,500.00
<b>Total Amount:</b>		<u><u>17,000.00</u></u>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 3 Trans Type: B1 - Transfer Status: Batch  
 Trans No: 4775 Trans Date: 03/02/2021 User Ref: ROBERT  
 Requested: R. BRANDT Approved: Created by: ROBERT 03/02/2021  
 Description: TO AMEND BUDGET AMENDMENT # 4739 TO SEPARATELY RECORD NYS EFC  
 SHARE OF EFFLUENT REUSE FEASIBILITY STUDY Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	-26,240.00
G.3990.110	NYS EFC EFFLUENT STUDY	26,240.00
<b>Total Amount:</b>		<u>0.00</u>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 3 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4776 Trans Date: 03/08/2021 User Ref: ROBERT  
 Requested: D. JACOBS Approved: Created by: ROBERT 03/08/2021  
 Description: TO APPROPRIATE RESERVES TO FUND THE ANNUAL SERVICE FOR THE Account # Order: No  
 LIGHT PLANT WATER TREATMENT SYSTEM Print Parent Account: No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	10,800.00
E.0715.600	REPAIR - ELECT EQUIP PLANT..	10,800.00
<b>Total Amount:</b>		<b>21,600.00</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 3 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4777 Trans Date: 03/09/2021 User Ref: ROBERT  
 Requested: P. PALLAS Approved: Created by: ROBERT 03/09/2021  
 Description: TO APPROPRIATE RESERVES TO FUND THE MAINTENANCE AND REPAIR OF  
 THE MITCHELL PARK EAST PIER Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
A.5990	APPROPRIATED FUND BALANCE	22,430.00
A.7230.408	MITCHELL MARINA R & M	22,430.00
<b>Total Amount:</b>		<b>44,860.00</b>

CONTRACT FOR VENDOR SERVICES

AGREEMENT, made this                    day of                    2021 by and between the Village of Greenport, with offices located at 236 Third Street, Greenport, New York 11944, party of the first part (the "Village") and Lisa Otis, with an address of 2701 Connecticut Avenue, Medford, NY, 11763 (the "Contractor").

WITNESSETH: That for and in consideration of the promises and the agreements herein contained, and the payments herein provided to be made, the parties hereto agree as follows:

1. Beginning on or about April 1, 2021, prepare Park (McCann Campgrounds) for opening on May 1, 2021, and closing on or after October 31, 2021, and complete clean-up at closing, including verifying that electricity and water are turned on at opening, bathroom facilities are cleaned and prepared, and general clean up are performed, and that all services are turned off and trailers are removed by the closing of the Park on or after October 31, 2021.

A. Collect all rents and fees when due and deliver rental fees to the Village offices on a daily basis, and work in conjunction with Village staff to assure accurate and timely accounting.

B. Ensure that all parties for seasonal rentals execute rental agreements, Provide identification and vehicle registration, and abide by campground rules and regulations, and leave in a timely and orderly manner at the end of their stay, and assist Village staff with the off-season registration process.

C. Ensure the maintenance of the park grounds, including cleaning up and refuse left behind by campers, weed-whacking, mowing grass & overgrowth where riding Village lawnmowers cannot clear, checking all plumbing and electrical systems to ensure proper functioning, perform periodic Fall and Spring cleanups.

D. Bathrooms will be checked and cleaned daily and as required by any and all New York State COVID-related regulations, re-stocked when necessary, and thoroughly cleaned weekly.

E. Act as point of contact for all campers, handle camper inquiries and concerns, as needed, and resolve conflicts when required.

F. Flexible on-site hours, with phone availability hours more regulated. Minimum of 15 hours on-site over five days per calendar week, including at least one weekend day.

G. Additional duties related to the above that may reasonably be requested by The Village.

2. In consideration of the Contractor satisfactorily performing this Contract the Village of Greenport shall pay the Contractor the amount of \$ 15.00 per hour for service time provided with services to be provided at a minimum of 15 hours per week of the Contract period, and the Village will also provide a space for the Contractor's personal camper, at a charge to the Contractor of fifty-percent (50%) - currently valued at \$ 1,900.00 - for the duration of time of the Contract.



3. The Contractor shall not assign or subcontract this Contract or any part thereof and shall not employ any Subcontractor or other person or organization (including those who are to furnish the physical of material or equipment), whether initially or as a substitute.

4. This agreement establishes a contract vendor-vendee relationship only between the Village and the Contractor and the neither the Contractor or any agent, employee, helper or assistant of the Contractor shall be considered an employee of the Village of Greenport. The Contractor shall procure and maintain where required, at Contractor's own expense, and without any contract expense to the Village, workman's compensation insurance, New York State disability insurance, and liability insurance and be prepared to provide the Village of Greenport proof of that coverage on request.

5. Contractor agrees to indemnify and hold the Village of Greenport harmless for any damages, fees or costs incurred by the Village of Greenport due to any negligent or intentional act or omission by Contractor.

6. Payment shall be made by the Village to the Contractor on a monthly basis, on the basis of invoices to be prepared and submitted by the Contractor.

7. Contractor shall provide the required services in a professional manner, to the best of the Contractor's ability, and in accordance with the Contract Documents. The Village of Greenport reserves the right to terminate this Contract at any time in the event that Contractor fails to provide the required services in a satisfactory manner or violates any provision of this Contract or the Contract Documents.

8. This Contract, and the Contract Documents constitute the entire agreement between the Village of Greenport and the Contractor and the Contract may only be altered, amended or repealed by a duly executed written instrument signed by both the Contractor and the Village.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

VILLAGE OF GREENPORT

BY \_\_\_\_\_  
Hon. George W. Hubbard, Jr., Mayor

CONTRACTOR

BY \_\_\_\_\_  
Lisa Otis

(SEAL)

ACKNOWLEDGEMENT OF PRINCIPAL, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ )

)ss:

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the person described and who executed the foregoing instrument and acknowledged that he executed the same.

(SEAL)

\_\_\_\_\_  
Notary Public

ACKNOWLEDGEMENT OF VILLAGE

STATE OF NEW YORK

COUNTY OF SUFFOLK

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_ to me known to be the \_\_\_\_\_ the persona described as such in and who as such executed the foregoing instrument and he acknowledged to me that he executed the same as for purposes therein mentioned.

(SEAL)

\_\_\_\_\_  
Notary Public